Transfer ARD/IEP COMMITTEE Meeting Process for a Student Transferring to HISD From Out-of-District

**STEP**

1. A student with a disability enrolls

**What to do when the student with a disability resides in a Residential Facility**

1. If the student is under 18 and is in the conservatorship of the Texas Department of Family and Protective Services (TDFPS), complete the Request for Surrogate Parent and Verification form, submitting this form to the special education parent liaison on the date of enrollment (<http://hisdoses.wikispaces.com/Surrogate+Parent>); (*Do not have Transfer ARD/IEP Committee meeting)*
2. Complete the RFM Data Collection form, submitting this form to [RF\_Monitoring@houstonisd.org](file:///C:\Users\cmeza\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\CCUDR22O\RF_Monitoring@houstonisd.org) within the first week of enrollment.
3. A surrogate parent is assigned to the student by the special education parent liaison
4. Contact previous school district(s) to verify special education services for student transferring from within or outside the state
5. Review documents (FIE, IEP, report cards, transcripts, class schedule, and state assessment participation) to determine if additional documents are needed
6. Conduct a consultation with the parent/surrogate parent/ and/or adult student to discuss the student’s IEP from the previous district
7. If HISD will provide the student with services comparable to those described in previous IEP, no ARD/IEP Committee meeting is needed until the 30-day Annual Placement ARD/IEP Committee meeting
8. Inform campus registrar to add a note in Chancery *Special Services Referral Information* memo section (located at the bottom of the screen), stating the student will be provided services comparable to those described in the IEP from the previous district.



Student will be provided services comparable to those described in the IEP from previous district. No ARD/IEP Committee Meeting is needed until the 30-day Annual Placement ARD/IEP Committee meeting.

**What to do if comparable services will not be provided**

1. Inform campus registrar to add note in Chancery referral memo section (located at the bottom of the screen),stating the student requires a *Transfer ARD/IEP Committee meeting* before the 30-day Annual Placement ARD/IEP Committee meeting



Student requires a Transfer ARD/IEP Committee meeting before the 30-day Annual Placement ARD/IEP Committee meeting.

1. Schedule a *Transfer ARD/IEP Committee meeting*

* If the parent does not waive the 5 school day meeting notice, then schedule the meeting with 5-day notice

1. Transfer ARD/IEP Committee meeting is held

**How to notify Evaluation Staff that a student with a disability has enrolled**

1. The special education department chair emails the evaluation staff and forwards all applicable documents/reports
2. If FIE and accompanying data **meet** TEA and HISD guidelines, then Evaluation staff will complete appropriate documentation of disability form(s), out-of-district summary report in FIE Writer, and create the FIE event

1. Special education department chair and evaluation staff schedules the 30-Day Annual Placement ARD/IEP Committee meeting with parent/surrogate parent/adult student and appropriate staff
2. 30-Day Annual Placement ARD/IEP Committee meeting is held

**What to do when documentation is missing or not received**

1. Special education department chair notifies Evaluation Staff via email within ten calendar days of student enrollment if full and individual evaluation (FIE), speech evaluation, etc., is missing or not received
2. Evaluation staff will evaluate the student within timelines and will complete appropriate documentation of disability form(s) and create FIE event in FIE Writer
3. Evaluation staff and special education department chair prepare documents for 30-day Annual Placement ARD/IEP Committee meeting
4. 30-Day Annual Placement ARD/IEP Committee meeting is held